

Grant Preparation Worksheet

GOS/General Operating Support Grants

This lists the information that GOS Grant applicants need to submit. Before preparing your application:

1. If your organization received GOS funding in FY05 and FY06, you are now on a two-year staggered application cycle. Check the list at (www.azarts.gov/guide/multi-year_checklist.pdf) to find out if your organization must submit a Full Application or Alternate Year Application this March.
2. If you are submitting a Full Application, thoroughly review the *Guide to Grants: Organizations and Schools 2006-2007* (www.azarts.gov/guide) to determine that GOS is the right category for your needs, become familiar with the criteria (www.azarts.gov/guide/gos1.htm) the panel will use to rate your application, and the supplementary information required in addition to the online application.

Also review the ***General Grant Preparation Worksheet*** (www.azarts.gov/guide/general_worksheet.pdf) for information that all applicants need to submit.

Begin collecting this information, and composing your narrative responses, now. We strongly recommend you DO NOT compose your responses directly in the EGOR system. Collect your answers, proof your narrative, make sure it is the right length, and that all your information is complete. THEN log into EGOR. Fill out your answers, and cut-and-paste your narrative text into the system.

- **Thursday, March 23, 2006:** Grant Online Submission Deadline and Postmark/Upload Deadline for Supplementary Materials, if Required. Descriptions of these supplementary materials appear in the *Guide to Grants* (www.azarts.gov/guide/supplementary_materials.htm), and instructions on electronically uploading or mailing/delivering them will appear in EGOR before you submit your electronic application.

** indicates a REQUIRED piece of information. The system will not allow you to input more characters than the stated limit.*

There is a limit to the length of narrative responses; guidance regarding the length is provided and lists the maximum number of characters including spaces. Where possible, we have expanded the length from last year. When composing your narrative text, use upper and lower case letters (not all caps). Formatted text will not be accepted (you cannot bold, italicize or underline text, or change the font style/size). We recommend creating your narrative in your own word processor and saving it; then you can cut-and-paste into the EGOR system.

Some information is for our internal use – for state and federal reporting requirements, and to help us better understand and serve the arts field and the public – and is not used in the panel review. Some information addresses the review criteria, for the panel to use.

GOS Grant information is broken into these sections.

- Project Director
- Grant Type (All Applications)
- Artistic Quality (Full Applications only)
- Community Needs (Full Application version and Alternate-Year version)
- Administrative/Managerial Ability (Full Applications only)
- Organizational History (Full Applications only)
- Update Paragraph (Alternate-Year Applications only)
- Board (All Applications)
- Staff/Human Resources (All Applications)
- Three-Year Budget and Overview (All Applications)
- Public Value (All Applications)
- Supplementary Materials (Full Applications only)

Project Director

- ☐ Project Director Salutation*, Name*, Title, Phone*, Fax, Email*
- ☐ Project Title*

Grant Type

- ☐ Level of GOS (a list to choose from)*
- ☐ Alternate or Full Year Application*
- ☐ Organization's Artistic Discipline (a list to choose from)*
- ☐ Descriptors regarding your organization (a list to choose from)*
- ☐ Race/ethnicity of Organization*

Artistic Quality (*Full applications only*)

The information required here relates to the review criterion **Artistic Quality and Creativity of the Organization**.

- ☐ Describe the organization's goals for the funding period. (Your artistic goals could be an artistic statement from the artistic director.)* (500 characters including spaces)
- ☐ Outline what your measures of success will be in relation to your stated goal(s). State how your organization will make use of what is learned.* (up to 500 characters including spaces) *Good ideas and tools about assessment and evaluation in the arts are available at www.azarts.gov/guide/evaluation_assessment.htm*
- ☐ Narrative.* You have up to 3000 characters including spaces to describe the artistic quality and creativity of the organization. The following is a suggestion to address in your narrative; you may expand beyond this idea.
 - ☐ Describe how state and federal funding supports your organization's artistic mission and goals and helps your organization develop administratively and/or artistically. Describe how your organization's goals have evolved.*
- ☐ Complete a table to list up to ten significant events/activities your organization will undertake or present during the grant period. Name of the artist/company/work to be presented*, number of performances/workshops/readings/exhibitions of the artist/company/work*, and dates of the events/activities if known. *This demonstrates to the review panelists the range and type of your organization's activities.*

You will also submit, electronically, up to three pages listing your arts programming for the past, current and next fiscal years.*

Community Needs (*Full Application Version*)

The information required here relates to the review criterion **Ability of the project to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups**.

- ☐ Describe the community(ies) your organization will serve through this project.* (up to 300 characters including spaces) (In determining and serving community needs, you should identify the specific community(ies) you serve (they may be geographic, artistic, cultural, demographic, etc.)
- ☐ State the size of your total audience/attendance/participants in public programs in general for the past year.*
- ☐ State how many people you expect to reach during the grant period.*
- ☐ Narrative.* You have up to 2,800 characters including spaces to describe the organization's ability to serve the needs of the community, including potential public exposure and public benefit, and efforts to reach artists and audiences from culturally diverse groups. The following is a suggestion to address in your narrative; you may expand beyond this idea.
 - ☐ Describe how Arts Commission funds will help you broaden, deepen and/or diversify participation in your programs and organization. (*Broadening – attracting more people like your current participants; Deepening – building deeper relationships with your current participants; Diversifying – attracting participants who are different than your current participants. For more information and assistance to help you understand why people participate in the arts, how to build participation, and strategies for the participation goals below, look into the Commission's UP-Understanding Participation program at www.azarts.gov/up or 602/229-8222*).
- ☐ Mail a copy of your organization's current Cultural Diversity Plan, signed and dated by your board president, assuring racial and ethnic participation on your board.* For full details, see the *Guide to Grants* at

<http://www.azarts.gov/guide/gos3.htm>; for tools and resources to assist you in board development and diversity, see www.azarts.gov/guide/org_effectiveness.htm.

Community Needs (*Alternate-Year Version*)

- ❑ Mail a copy of your organization's current Cultural Diversity Plan, signed and dated by your board president, assuring racial and ethnic participation on your board.* For full details, see *Guide to Grants* at <http://www.azarts.gov/guide/gos3.htm>; for tools and resources to assist you in board development and diversity, see www.azarts.gov/guide/org_effectiveness.htm.

Administrative/Managerial Ability (*Full Applications Only*)

The information required here relates to the review criterion **Managerial and administrative ability of the applicant organization to carry out arts programming and properly administer funds granted.**

- ❑ Name and list the title of the person or person(s) responsible for the organization's artistic and management leadership.*
- ❑ Provide a one-paragraph biography (up to 675 characters including spaces) for each person named (up to 3).*
- ❑ Narrative.* You have up to 2,000 characters including spaces to describe the organization's managerial/administrative ability to carry out the arts program, and properly administer state and federal funds received. The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
 - Describe the managerial/administrative context for your organization. What is your managerial/administrative capacity? What management systems do you have in place?
 - Describe your organization's managerial strengths.
 - Provide information on staff, volunteer roles and contributions.
- ❑ Describe the board's involvement in the organization (up to 500 characters including spaces)
- ❑ GOS III submitting a Full Application must submit a current copy of their Strategic Plan*.
- ❑ Organizations applying for GOS for the first time that have not undergone a formal or informal planning process are asked some basic information such as do you have a written organizational plan, what is the title and a brief description (up to 200 characters including spaces); in what year was it developed; has it been formally adopted/approved by the board; what time period does it cover; and who is responsible for the planning process/who is involved/what is your planning timeline (up to 800 characters including spaces)*; tools and resources to help you undertake a productive planning meeting or process are available at www.azarts.gov/guide/org_effectiveness.htm. Is there a crucial piece of information you haven't had the opportunity to share in the previous questions?* (*this is NOT a place to provide a sales pitch for your organization or project. It is to be used to share, for example, information about a change in your organization; a reason you are focusing on a particular goal or opportunity or challenge at this time; unique characteristics of your organization/project that affect your application, etc.*)
- ❑ GOS III organizations that are not presently working under a board-adopted Strategic Plan will be asked to provide information on their process and timeline.*

Organizational History (*Full Applications Only*)

The information required here relates to the review criterion **History of the applicant organization in producing, presenting or serving the arts.**

- ❑ Narrative.* You have up to 1,600 characters including spaces to describe the history of the organization in presenting, producing or serving the arts. The following bullet points are suggestions of things to address in your narrative; you may expand beyond these ideas.
 - Describe the alignment of your organization's capacity, mission and programming.
- ❑ Describe what you learned in your last year of operations that have led to the development of your upcoming year's plan. Is there a crucial piece of information you haven't had the opportunity to share in the previous questions?* (*this is NOT a place to provide a sales pitch for your organization or project. It is to be used to share, for example, information about a change in your organization; a reason you are focusing on a particular goal or opportunity or challenge at this time; unique characteristics of your organization/project that affect your application, etc.*)

- ❑ You must also provide a list of the previous, current and projected year's arts programming/guest artists (no more than three pages) along with any other supplementary materials.

Update Paragraph (*Alternate-Year Applications only*)

- ❑ Provide one paragraph (up to 800 characters including spaces) reporting on any staff or programmatic changes since your application last year, and their impact on the organization.

Board (*All Applications*)

- ❑ List your total board seats, and total active members for FY05, FY06 and FY07.* Have a complete list of your Board of Directors or Trustees, with their Salutation*, First Name*, Last Name*, Office Held*, Committee Position, Professional Affiliation*, Mailing Address, Phone, Email (If you applied for GOS last year, your board list will appear for you to update.)
- ❑ Fill out a chart reflecting the board composition by federal race/ethnicity designations (Native American, Asian/Pacific Islander, Black/African American, Chicano/Latino/Hispanic, White).*
- ❑ State your average board term length.*
- ❑ Submit your current Cultural Diversity Plan, signed by your Board President.* (More information and resources on this requirement, and to build your board diversity, is available at www.azarts.gov/guide/org_effectiveness.htm)

Staff/Human Resources* (*All Applications*)

Complete a table showing the total number of staff, board and volunteers, broken down by Fulltime Paid, Parttime Paid, Contractors, and Unpaid, in these categories:

- Administrative
- Artistic
- Education
- Technical
- Support
- Board
- Volunteers

Three-Year Budget* and Overview* (*All Applications*)

The information required relates to the review criterion Appropriateness of the budget.

Arts Organizations: Use your entire budget in the Expenses, Income and Budget-Overview sections. Show Last, Current and Next Fiscal Years.

City/Municipal/Other government entities (including arts commissions): Use your arts program or department budget which includes the programming described in the Narrative, and note that it is not the overall organizational budget. Show the scope of your arts program so that the panel can see your project's relationship to your overall arts or departmental budget. Show Last, Current and Next Fiscal Years.

You will be asked to itemize cash expenses and income for your entire organization's operations for your most recently-completed fiscal year (actual), your current year (estimated), and next fiscal year (projected). You will be asked what the organization owes and the balance if you have a working capital reserves program. You will be asked to explain any line-item variance of 15% or more year to year. You will be asked to state, for each year, your organization's beginning and ending cash balance, surplus or deficit (and explanation of your use of surplus or management of deficit), endowment balance and working capital reserves balance (if applicable), and amount the organization owes (if applicable).

Public Value (*All Applications*)

The information required here is not used in the panel review. The Commission will use it to understand, and communicate to others, the value and impact of your arts programming in your community.

- ❑ Share a short story or anecdote (up to 800 characters including spaces) that demonstrates the public benefit of your program and the use of state and federal funds.*
- ❑ Check off items on a list of things you will do in the upcoming year to inform/involve legislators/elected officials in your work.*
- ❑ Send one photograph that can be used for promotional purposes to show the value of the arts in the state of Arizona.

Supplementary Materials (*Full Applications Only*)

Review the *Guide to Grants* to determine the specific supplementary materials required for your type of GOS Grant (such as a/v samples, promotional materials, etc.)

If you have questions or need more information, call the Arizona Commission on the Arts at (602) 255-5882.